

**THIS RFQ IS SET-ASIDED TO
SERVICE DISABLED VETERAN OWNED SMALL BUSINESSES (SDVOSB)**

REQUEST FOR QUOTATION (RFQ)

02QFA150010

PROGRAM TITLE:

**PROGRAM MANAGEMENT AND ACQUISITION SUPPORT SERVICES
(PMASS), FOR GENERAL SERVICES ADMINISTRATION, FEDERAL
ACQUISITION SERVICES REGION 2**

**ISSUED TO MOBIS SCHEDULE CONTRACT HOLDERS
WHO ARE SDVOSB HAVING BOTH OF THE FOLLOWING SINs**

**SIN 874 6 Acquisition Management Support and
SIN 874 7 Integrated Business Program Support Services.**

Issued by:

General Services Administration
Federal Acquisition Service Region 2
26 Federal Plaza
New York, NY 10278

1. Background and Purpose

This requirement will be fulfilled as a task order under GSA's Multiple Award Schedule 874 Mission Oriented Business Integrated Services (MOBIS) under Special Item Numbers (SINs) 874-6 Acquisition Management Support and 874-7 Integrated Business Program Support Services.

This task order will be a labor hour contract type with a period of performance of one base year commencing on 12/14/2015, with four 1-year options. A single award task order is anticipated. The task order will be for program and acquisition support for FAS Region 2 divisions, primarily supporting the following divisions:

- Assisted Acquisition Services (AAS)
- Federal Strategic Sourcing Initiative (FSSI)
- General Supplies and Services Acquisition Center (AO)
- Customer Accounts and Research Division (CAR)
- Office of the Regional Commissioner, Region 2 (RC)

The General Services Administration (GSA) Federal Acquisition Service (FAS) Region 2 Business Management Office serves as the major integrator of strategic planning and implementation, improvement of business processes, and internal communications for all of the FAS business lines in the region. In order to support the overall GSA FAS strategic goals of stewardship, superior workplaces, best value, and innovation as well as the regional goals of operational efficiency, customer intimacy, and innovative solutions, a new model for communications and employee engagement must be defined and implemented in the region to strategically improve customer development and value delivery capabilities. Region 2 requires support to accomplish the regional initiatives.

The General Services Administration (GSA) Assisted Acquisition Services (AAS) serves as the value-added, customized, acquisition, project management and financial management service providers addressing large and/or complex information technology IT and professional services solutions.

The Office of General Supplies and Services Acquisition Center is responsible for the award and administration of GSA's Multiple Award Schedules (MAS) contracts.

R2 AAS seeks to acquire programmatic and procurement support. The Contractor shall provide specialists in the areas of program management, analysis and Government acquisition/contract support to assist the Federal Acquisition Service (FAS) with the preparation of operational, contracting, business, and financial plans, reports, and other pertinent documents. The Contract shall apply a wide range of qualitative and quantitative methods to assess and contribute to improvement of program effectiveness and business management objectives. The Contractor shall be familiar with Federal Government and General Services Administration's acquisition procedures and regulations.

2. Scope

Description of the Effort:

The following issues must be addressed in a new program management strategy to support the goals of the region:

- Improvement of employee awareness of FAS Portfolio offerings and their value
- Engagement of employees from all different business lines to transmit this value to customers
- Uncoordinated business development and customer contact activities result in programs that do not treat every customer contact as a potential client engagement for FAS services

- Permeation of strategies as a result of “constant communication” that operations level employees see how their daily work is integrally related to GSA-wide strategies
- Clarification of information repositories to facilitate ease of internal and external communication, particularly online
- Improvement of execution and service delivery
- Strategic Planning Documents, updates, communications, interviews, running sessions content generation, copy editing
- The Contractor shall assist in identifying and performing the actions required for accomplishing and maintaining operational, contracting, business, financial and other related reports for GSA Region 2 Federal Acquisition Service (FAS).
- The Contractor shall: Conduct programmatic, financial, procurement, and business studies affecting the Region’s reporting systems and internal controls. Provide technical advice and guidance to the Region on program, budget, financial, and contract matters.
- Maintain close, continual, and effective liaison with various GSA financial, program, and contracting staff members to ensure that plans and organizational operations are properly supported.
- Assist in the preparation and development of solicitations (e.g., Request for Quotes, Request for Proposals, etc.).
- Assist in defining the Government’s requirements.
- Assist in review of proposals and offers.

The solution is a comprehensive program management and acquisition management support program for the region, analyzing and evaluating program needs, as well as the development of strategies, tactics, products and material to foster two-way communication and collaboration between Region 2 FAS and its many audiences. Implementation of this solution requires support through these contractual services for specific and identifiable tasks.

The GSA wants to obtain quality acquisition and program management support service for both pre-award and post-award non-inherently governmental [FAR 7.5 and GSAM 507.5] functions.

Contractor assigned personnel will support the following areas:

Program Management Duties: Develop project schedules, financial reports, program review documents, and presentations, attend and document content of meetings, follow up with stakeholders, etc.

Strategic Management: Provide specific strategic management and business process support including drafting of documentation, processes, standard operating procedures, policies, templates and recommended approaches for review by cognizant manager.

Implementation: Communication, facilitation, and support implementation of communications and engagement strategies, processes, procedures, and policy templates, schedules, checklists, prototypes and approaches.

Acquisition Management Duties: Assist with the preparation of documents in support of Acquisition planning, market research, findings and determination for the proper contract type, requirements development, contract administration and project closeouts.

Budgetary duties: Task Order Closeout Assistance, Programmatic/Financial Reporting, Funding Logs, Funding Document Processing, Invoice Processing, Budgetary Reports

Travel may be required in the performance of tasks. Travel incurred for transportation and per diem (lodging, meals and incidental expenses) shall be billed in accordance with FAR 31.205-46, Travel Costs, and the Federal Travel Regulations (FTR). These costs will be directly reimbursable by GSA, subject to the limits stated above.

The Government shall not be charged G&A fees for any Other Direct Costs, including travel.

Reimbursable travel shall only apply to travel conducted by direct billable labor (e.g., Contract Administrator, Program Analyst, etc.). Travel by the project manager, program manager, and/or other corporate officers are considered to be overhead and indirect cost and shall be absorbed by the Contractor.

All travel shall be pre-approved in writing by GSA first.

3. Requirements for the Task Order/Statement of Work

3.1 Requirements

Task 1: Program Management (In support of Office of the Regional Commissioner)

Develop and Execute Strategic Communications Strategies.

For the strategic communications task sub-elements described below, the contractor shall provide the following support to regional senior management:

- Interface with all business portfolios and integrator offices in order to gather and analyze information and obtain recommendations for the development of communications policies and procedures.
- Copywriting and materials: Develop talking points, presentations, reports, and other materials for meetings, press releases, speaking engagements, workshops, conferences, and other outreach events.
- Meetings: Prepare materials, capture meeting minutes, provide logistics support, and close-out of resulting action items, questions, and requests for information.
- Consultation: Work with cognizant manager or others within the region to provide expert guidance in helping them achieve their business goals.
- Ensure that deliverables are on time and adequate – templates, schedules, checklists, prototypes, SOP.

1A. Strategic Communications Planning and Support

- Implementation Plans
 - Develop framework for communications initiatives
 - Develop implementation plan(s) for high priority campaigns in accordance with communications goals and strategies, including regional branding and change management strategies as appropriate.
- Communications channels
 - Optimize visual communications and collateral materials
- Events
 - Identify, schedule and support relevant events, based on the regional portfolio of solutions, targeted audiences and business opportunities.
- GSA Intranet, web, new social media and video
 - Develop strategic framework for portraying FAS information and materials to enhance employee engagement and information sharing.
 - Develop FAS content for the intranet and public facing GSA Region 2 web pages.
 - Monthly regional internal newsletter to foster environment of increased employee engagement.
- Public Affairs and Communications
 - The Contractor shall coordinate, plan, implement, and execute internal, media, public, and Congressional communications on behalf of the Federal Acquisition Service (FAS). Which includes, but are not limited, to the following:
 - Reach out and coordinate with all internal FAS business lines and other GSA organizations to formalize communications and sharing of best practices.

- Issue press releases and briefings to various media organizations.
- Hold and/or host regular monthly meetings.
- Solicit feedback on best ways to share information.
- Maintain documents daily and various interviews, statements, and Congressional matters that occur.
- Ensure proper and consisted coordination of FAS' message and branding.
- Build and maintain communications across FAS through frequent and formal contacts.
- Coordination with GSA's Office of Citizen Services and Communications and Office of Congressional and Intergovernmental Affairs.

Deliverables:

- Review and update Regional Communications Plan and provide recommendations for additions or changes.
- Execution of tactics identified in the Regional Communications Plan. (Ongoing per dates identified in Plan)
- Monthly newsletter: develop editorial calendar, draft stories and assist with production and distribution for internal regional newsletter. (Monthly)
- Review of internal and external regional web pages, recommendations for content edits, and execution of changes
- Employee Recognition Framework: develop communications plan with focus on employee communication and recognition
- Complete all assignments within the specified timeframes

1B. Regional Strategic Business Plan Quarterly Updates

- Utilize output from strategic planning Director's offsite (goals, objectives, initiatives and annual plans) to update the existing FAS Region 2 Regional Strategic Business Plan
- Promote message development that exhibits consistency, and mission oriented management principles
- Promote consistent message development between GSA and FAS
- Provide copywriting and editing support

Deliverables:

- Updates to Regional Strategic Business Plan and execution of educational outreach to tactics to regional leadership and employees. (Quarterly)
- Complete all assignments within the specified timeframes

1C. Miscellaneous Program Management Support Activities

The Contractor shall assemble various paper and electronic files, organize electronic documents, and spreadsheets. The Contractor shall prepare and maintain various correspondences and spreadsheets, and electronic calendars. The Contractor shall assist in the preparation and update of various organizational memorandum, letters, spreadsheets, and briefing package. The Contractor shall assist in organizing various communications throughout the organization. The Contractor shall receive and provide guidance to visitors. The Contractor shall disseminate incoming mail and deliveries. The Contractor shall manage travel arrangements and answer telephonic inquiries.

Due dates for specific deliverables in reference to above task will be communicated to the contractor upon start of task.

Task 2: Program Management (In support of Assisted Acquisition Services)

Contractor personnel shall be able to apply a wide range of qualitative and quantitative methods to assess and contribute to improvement of project effectiveness and business management objectives. Assist in the development of schedules and plans. Use (and assist GSA contract and finance staff in rollout and coordination of upgrades and

enhancements) of GSA's Pegasys, ITOMs, ITSS, eApproval, Acquisition Planning Module and other applications and computer systems. Maintain close, continual, and effective liaison with various GSA financial, program, and contracting staff members to ensure that plans and organizational operations are properly supported.

2A Program Management (Overall Program Support)

- The Contractor shall provide all personnel and supervision necessary to perform project management tasks, such as but not limited to:
 - Contract close-out support
 - Invoice processing
 - Preparation of contract files for invoicing and close-out
 - Preparation and submission of correspondence
 - Payment submissions and verification
 - Preparation and submission of updates to contract status reports
 - Record and file management
 - Prepare, participate, and lead various meetings and conferences
 - Support implementations and/or rollouts of GSA processes and procedures
 - Preparation of Findings & Determinations, Justifications, and other documentations
 - Prepare and respond to Freedom of Information Act requests

2B Program Management (Funding and Invoice Processing Support)

- Payment and funding reports
 - Funding Logs. The Contractor shall develop and monitor funding logs for tasks, monitor contract burn rates and other key funding measures, and verifies availability of funds.
 - Funding Document Processing. The Contractor shall process funding documents in accordance with the Regional acceptance policy.
 - Contract Identification (ID) Numbers. The Contractor shall manage various contract ID number logs.
 - Invoice Processing. The Contractor shall coordinate with clients on the review/acceptance of invoices in accordance with the Regional policy.
 - Budgetary Reports. The Contractor shall assist in the preparation of financial and budgetary reports.
 - Incremental Funding. The Contractor shall assist in the preparation and processing of incremental funding documents.

Deliverables:

- Deliverables shall be ready for delivery upon request and on specified due dates.
- Deliverables shall be submitted within the time frames specified, with a high level of quality and comply to the directions provided.
- The Contractor shall assemble various paper and electronic files, organize electronic documents, and spreadsheets. The Contractor shall prepare various correspondences and spreadsheets. The Contractor shall assist in the preparation and update of various organizational memorandum, letters, spreadsheets, and briefing package. The Contractor shall assist in organizing various communications throughout the organization.
- For financial documents and logs, a record of invoice receipt, correspondence and payment submission kept on documents to be provided for supervisors and peer workers
- Deliverables shall be ready for delivery upon request and on specified due dates.
- Deliverables shall be submitted within the time frames specified, with a high level of quality and comply to the directions provided.
- The Contractor shall assemble various paper and electronic files, organize electronic documents, and spreadsheets. The Contractor shall prepare various correspondences and spreadsheets. The Contractor shall assist in the preparation and update of various organizational memorandum,

letters, spreadsheets, and briefing package. The Contractor shall assist in organizing various communications throughout the organization.

- For Closeouts, a detailed tracking sheet of vendors dealt with during close-outs with a running tally of completed and outstanding closeouts.
- For financial documents and logs, record of invoice receipt, correspondence and payment submission kept on documents to be provided for supervisors and peer workers.

Task 3: Acquisition Management (In support of Assisted Acquisition Services Division)

The contractor shall provide personnel and supervision able to assist in the preparation and development of various acquisition related documents and reports in support of the tasks outlined below under deliverables.

- **Market Research.** The Contractor shall conduct market research and prepare reports on current market conditions. And shall develop source list for acquisitions utilizing a multitude of contractual vehicles (e.g., GSA Schedules, Government Wide Area Contracts (GWACs)). The Contractor shall collect, gather, analyze, and report on current market conditions.
- **Acquisition Plan Initiation.** The Contractor shall coordinate with applicable GSA officials and the Requiring Activity and initiate the preparation of Acquisition Plans.
- **Comparative Review and Analysis.** The Contractor shall conduct comparative review and analysis of labor category descriptions and prepare reports of its findings.
- **Within Scope Analysis.** The Contractor shall perform within scope analysis and provide recommendations.
- **Technical Evaluation Plans (TEPs).** The Contractor shall review TEPs submitted by the Requiring Activity for completeness and clarity, and provide a report on its findings.
- **Independent Government Cost Estimates (IGCEs).** The Contractor shall review IGCEs to ensure completeness and clarity.
- **Task Order Closeout Assistance.** The Contractor shall assist the GSA with management and documentation of task order closeouts.
- **Contract Monitoring.** The Contractor shall monitor performance/delivery of services/commodities and report to the Government of any outstanding issues.
- **Programmatic/Financial Reporting.** The Contractor shall prepare reports needed to gauge the Region's progress against key programmatic, acquisition, and financial performance measures.
- **Statement of Work Preparation.** The Contractor shall prepares statements of work (SOW).
- **Funding Logs.** The Contractor shall develop and monitor funding logs for tasks, monitor contract burn rates and other key funding measures, and verifies availability of funds.
- **Funding Document Processing.** The Contractor shall process funding documents in accordance with the Regional acceptance policy.
- **Contract Identification (ID) Numbers.** The Contractor shall manage various contract ID number logs.
- **Invoice Processing.** The Contractor shall coordinate with clients on the review/acceptance of invoices in accordance with the Regional policy.
- **Budgetary Reports.** The Contractor shall assist in the preparation of financial and budgetary reports.
- **Acquisition Compliance.** The Contractor shall assist in identifying potential compliance problem areas and deficiencies and recommends strategies to facilitate compliance; critiques and provide substantive recommendations to improve compliance procedures. The Contractor shall assist in the development of lessons learned and recommend an action plan to improve the organization's overall acquisition process.
- **Incremental Funding.** The Contractor shall assist in the preparation and processing of incremental funding documents.
- **Findings and Determination.** The Contractor shall assist in the determination of the most suitable contract type (Labor Hours, Time and Materials, etc.) to be utilized in the acquisition.
- **Familiarly and Ability to Interact with various Federal Agencies.** The Contractor shall be able to perform duties to include: the consistent preparation and delivery of exceptional documents, justifications for award, presentations, etc..
- **Miscellaneous Programmatic Support Activities.** The Contractor shall assemble various paper and electronic files, organize electronic documents, and spreadsheets. The Contractor shall prepare various correspondences and spreadsheets. The Contractor shall assist in the preparation and update of various

organizational memorandum, letters, spreadsheets, and briefing package. The Contractor shall assist in organizing various communications throughout the organization.

Deliverables

- Deliverables shall be ready for delivery upon request and on specified due dates.
- Deliverables shall be submitted within the time frames specified, with a high level of quality and comply with the directions provided.
- Deliverables shall comply with all directions, regulations, policies and guidance in accordance with Federal Acquisition Regulations and Agency guidance and directives.
- The Contractor shall assemble various paper and electronic files, organize electronic documents, and spreadsheets in compliance with stated policies and procedures.
- Submit Monthly Status Report, to include monthly accomplishments, status of major projects or activities, major milestones completed, and open problems and issues.

Task 4: Program Management (In support of Federal Strategic Sourcing Initiative (FSSI) & Customer Accounts and Research (CAR) Division)

Contractor personnel shall be able to apply a wide range of qualitative and quantitative methods to assist GSA in the area of Federal Strategic Sourcing Initiative (FSSI). The contractor shall provide personnel and supervision able to assist in the preparation and development of various documents and reports in support of the tasks outlined below.

- Analyze large and complex data sets from a variety of sources. Manipulate and present data to senior GSA management in a format that enables data driven decisions.
- Develop and prepare Microsoft Excel and Access documents, to include ability to develop tools with Microsoft certifications in these areas.
- Provide GSA with expertise in Access, Structured Query Language (SQL) and Visual Basic for Applications (VBA).
- Execute intricate ETL (Extract, Transform, and Load) tasks and build queries across Access and SQL platforms.
- Write VBA programming scripts to improve database functionality.
- Provide GSA with understanding and knowledge of pricing and sourcing in a retail, wholesale, or manufacturing environment.
- Conduct Webinar Training.
- Facilitate GSA Reverse Auction process by assisting Contracting Officers by communicating and entering contract information.
- Analyze data from a variety of sources and databases using Microsoft applications to formulate strategy and assist with decision making conclusions.
- Create marketing plans and briefing documents including facility reports.
- Conduct market research.
- Conduct various Analytical functions.

Task 5: Acquisition Management (In support of Office of General Supplies and Services Acquisition Center)

The scope of this requirement is to provide acquisition management services to assist them with processing Multiple Award Schedule (MAS) offers and modifications and exercising options to MAS contracts, along with data analytics and market research for schedule modernization.

Task 5.1: Proposal Support and quotes reviews

The contractor shall perform, at a minimum, the following functions:

Review offers IAW the applicable MAS solicitation and the Acquisition Center's internal processes and procedures.

Correspond with prospective contractors regarding offers as necessary (i.e. provide status updates, request supporting documentation, etc.).

Performs market research and price analysis to review quality of product or service offered and price competitiveness.

Document offer reviews (i.e. technical and price) IAW the Acquisition Center's processes and procedures, for MAS Contracting Officer review and approval.

Make recommendations of award or rejection to the MAS Contracting Officer.

Draft pre-award documents such as Pre-Negotiation Memorandums and Price Negotiation Memorandums for MAS Contracting Officer review and approval.

Create contract files in accordance with Contract Tab Advisory Guide.

Task 5.2: Developing contract modifications (to include exercise of options)

The contractor shall perform, at a minimum, the following functions:

Review modification requests for completeness and evaluate IAW the applicable solicitation and the Acquisition Center's processes and procedures.

Correspond with contractors regarding mod requests (i.e. provide status updates, request supporting documentation, etc.).

Performs market research and price analysis to evaluate quality of product or service offered and price competitiveness.

Make recommendations on execution or rejection of mods to the MAS Contracting Officer (CO).

Prepare Standard Form 30s for unilateral mods (e.g. exercise of options) and bilateral mods (e.g. adding items/labor categories) for MAS CO approval.

Draft other required internal documentation for mods (e.g. Memorandums to the File) for MAS Contracting Officer review and approval.

Update contract files with the mod documentation.

Task 5.3: Contract administration support services (to include option preparation)

The contractor shall perform, at a minimum, the following functions:

Prepare option execution files.

Gather option data.

Perform market price review.

Prepare recommendations for MAS CO.

Draft approval documents and letters.

Task 5.4: Recommending procurement strategy (to include work flow management)

The contractor shall perform, at a minimum, the following functions:

Prepare and/or review key documents for any phase of the pre-award and administration process (i.e. contractors' GSA Advantage files, subcontracting plans).

·Track status of key deliverables or due dates.

Draft recommendations for review by Government Contracting Officers.

Task 5.5: Program Support

The contractor shall perform, at a minimum, the following functions:

Contractor personnel shall apply a wide range of qualitative and quantitative methods to assist GSA. The contractor shall provide personnel and supervision able to assist in the preparation and development of various documents and reports in support of the tasks outlined below.

Analyze large and complex data sets from a variety of sources. Manipulate and present data to senior GSA management in a format that enables data driven decisions.

Develop and prepare Microsoft Excel and Access documents, to include ability to develop tools with Microsoft certifications in these areas.

Provide GSA with support in Structured Query Language (SQL) and Visual Basic for Applications (VBA).

Provide GSA with understanding and knowledge of pricing and sourcing in a retail, wholesale, or manufacturing environment.

Provide GSA with understanding and knowledge of industry trends, market trends, and customer trends for the products and services offered by the Schedules as part of the AO program in Region 02.

Task 5.6: Provide weekly status reports

The contractor shall provide the Contracting Officer Representative (COR) with a weekly status report that includes, at a minimum, the following information about the contractor's work:

List of all offers currently being processed.

Date each offer was assigned.

The status of each offer (e.g. technical review, clarifications/negotiations, CO review, etc.).

Cumulative list of all offers already processed.

Cycle times of each offer already processed; cycle time is defined as the time from when the offer is assigned to the contractor to the time the offer is awarded or rejected by the MAS CO.

List of all modifications currently being processed.

Date each modification was assigned.

The status of each modification (e.g. technical review, clarifications/negotiations, CO review, etc.).

Cumulative list of all mods already processed.

Cycle times of each mod already processed; cycle time is defined as the time from when the mod is assigned to the contractor to the time the mod is executed or rejected by the MAS CO.

List of all options currently being processed.

The status of each option ((e.g. technical review, clarifications/negotiations, CO review, etc.).

Cumulative list of all options exercised.

Whether or not options exercised were timely; exercise of options are considered timely when exercised at least 30 days before contract expiration.

Contractor shall electronically provide copies of the weekly reports to the Task Order CO.

Task 6 REPORTING

The contractor shall provide all of the reports and documents identified in the Deliverables sections, to enable the government to monitor progress and ensure compliance. All reports prepared by the contractor shall be submitted first in draft to the Contracting Officer's designated representative(s) for review and approval.

Level of Effort:

The estimated requirement will be for up to 13 full time equivalent (FTE) personnel based on 1936 hours per year for each FTE. The anticipated maximum labor categories are as follows:

- Assisted Acquisition Services:
 - Contract Administrator (Senior) – 1 FTE (Potential future needs)
 - Contract Administrator (Intermediate) – 2 FTE
- Officer of the Regional Commissioner
 - Corporate Communications Consultant – 1 FTE
 - Administrative Assistant Sr. – 1 FTE
- Federal Strategic Sourcing Initiative & Customer Accounts and Research
 - Program Analyst Senior Level – 2 FTE
 - Management Consultant Intermediate – 1 FTE
- Office of General Supplies and Services Acquisition Center
 - Contract Administrator (Intermediate) – 4 FTE
 - Program Analyst Entry Level – 1 FTE

Because this is a Labor Hour task, the actual FTE and/or level-of-effort (hours) will vary during the term of this Task Order based on the needs of GSA. In addition, the labor categories required will also vary during the term of this Task Order based on the needs of GSA.

3.2 General Requirements

Services and Price/Costs:

The Contractor shall perform the effort required by this order on a Labor Hour basis. The work shall be performed in accordance with all sections of this order. This Labor Hour Task Order will be incrementally funded up to the maximum Not-to-Exceed (NTE) ceiling for each Period of Performance (i.e., Base Period, Option Period 1, Option Period 2, Option Period 3, Option Period 4).

The contractor shall utilize the labor categories specified in the price schedule during the performance of this order. The hourly rate charged shall not exceed the amount indicated in the Hourly Rate column.

The following abbreviations are used in this price schedule:

(NTE) = Not-To-Exceed

(CLIN) = Contract Line Item Number

The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it

expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the contract by the Government. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the price schedule.

Except as required by other provisions of this contract, specifically citing and stated to be an exception to this clause:

The Government is not obligated to reimburse the Contractor for costs incurred in excess of the total amount allotted by the Government to this Task Order; and

The Contractor is not obligated to continue performance under this contract (including actions under the Termination clause of this contract) or otherwise incurs costs in excess of the amount then allotted to the Task Order by the Government.

No notice, communication, or representation in any form from any person other than the Contracting Officer shall affect the amount allotted by the Government to this contract. In the absence of the specified notice, the Government is not obligated to reimburse the Contractor for any costs in excess of the total amount allotted by the Government to this Task Order, whether incurred during the course of the contract or as a result of termination.

When the work required under this contract is completed, and that work is within the total estimated cost, the contractor may invoice for full payment. However, if the period of performance for this contract exceeds one month, the contractor may present monthly invoices for the partial payment of any work completed. However, after the payment of eighty-five percent (85%) of the total estimated cost, the Contracting Officer (CO) may withhold further payment until the work required under this contract is completed.

Security and Access Requirements:

The contractor is responsible for ensuring that each contractor employee has the necessary security clearances and complies with all requirements.

The Contractor and contractor employees are responsible for safeguarding all government property provided for contractor use. At the end of the day, all government facilities, equipment and materials shall be secured. Information made available to the contractor by the government for the performance or administration of this effort will be used only for those purposes and will not be used in any other way without the written agreement of the Contracting Officer. The contractor agrees to assume responsibility for protecting the confidentiality of government records which are not public information. Each contractor employee and officers to whom information may be made available or disclosed shall sign a written Non-Disclosure Agreement (NDA) provided by the Government in Attachment 2. As necessary, contractor employees and officers may also be required to sign NDAs pertaining to specific work assignments.

Payment for Unauthorized Work:

No payment will be made for any unauthorized supplies and/or services or for any unauthorized change to the work specified herein. This includes services performed by the contractor of its' own volition or at the request of an individual other than a duly appointed contracting officer. Only a duly appointed contracting officer has the authority to change the terms and conditions of this requirement.

Contractor Employees:

Contractor personnel will present a neat appearance and be easily recognized as contractor employees. When contractor personnel attend meeting, answer phones, and work in other situation where their status is not obvious to third parties, they must identify themselves as contractors to avoid creating the impression that they are government employees.

Hours of Operation:

The work week shall consist of 40 hours. Core duty hours for contractor personnel shall be Monday-Friday,

8:00AM-4:30PM. However, the Government may allow flexible duty hours to maximize work efficiency. However, duty hours shall not include Saturday and Sunday and cannot begin earlier than 7:00AM, nor go beyond 6:00PM. In the rare event that the contractor is required to perform or provide services outside the normal hours of duty, the COR and the contractor will mutually agree upon any and all deviations from the schedule.

Government Holidays:

Government agencies will not be available during the following scheduled federal holidays: New Year's Eve, Dr. Martin Luther King Jr. Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day.

Communication:

The contractor will identify a designated point of contact that will be responsible for government and contractor communications and all activities necessary in the performance of the task order.

3.3 Place of Performance

The primary work location will be 26 Federal Plaza, located in New York, NY 10278 and the World Trade Center, New York, NY. Commuting expenses will not be paid. If telework privileges are granted, it will be considered to be "onsite" services for purposes of pricing and invoicing by the Contractor.

3.4 Period of Performance

Period of Performance:

The Term of the Task Order is for one (1) year, starting on 12/14/2015 and ending on 10/31/2016. With four options (i.e., Option Period 1, Option Period 2, Option Period 3, and Option Period 4).

The term of the Period of Performance shall be as follows.

Base Period will be for a term of 1 year, commencing on 12/14/2015, and ending on 10/31/2016.

Option Period 1 will be for a term of 1 year, from 11/01/2016 to 10/31/2017.

Option Period 2 will be for a term of 1 year, from 11/01/2017 to 10/31/2018.

Option Period 3 will be for a term of 1 year, from 11/01/2018 to 10/31/2019.

Option Period 4 will be for a term of 1 year, from 11/01/2019 to 10/31/2020.

The Task Order will be reviewed annually to ensure it continues to offer the best value to the Government. The Government may unilaterally exercise the next option period at any time before expiration. The Government shall have the unilateral right to exercise each and every option years or to decline to exercise any of the option years.

Option to Extend Services:

In the event that the Government requires continued performance, offerors are hereby notified that in accordance with FAR 52.217-8 Option to Extend Services, the Government may extend performance by up to an additional six (6) months. As part of the price evaluation, the Government will evaluate the option to extend services (see FAR Clause 52.217-8) by adding six (6) months of the offeror's final option period price to the offeror's total price. Offerors are required only to price the base and option periods. Offerors shall not submit a price for the potential six month extension of services period.

3.5 STANDARDS OF CONDUCT AND RESTRICTIONS

The Contractor shall conform to standards of conduct as follows:

- (a) Contractor employees shall dress appropriately for a professional office environment.
- (b) Contractor employees shall not solicit new business while performing work under this Task Order.
- (c) The Contractor and his/her employees shall refrain from discussion with unauthorized persons any information obtained in the performance of work under this task order.
- (d) Contractor employees shall not represent or make decisions for the Government.
- (e) Contractor employees shall appropriately identify themselves as Contractor personnel when attending meetings, answering phones or sending/responding to emails and correspondence.
- (f) The Contractor and his/her employees shall conduct only such business as covered by this task order during periods paid by the Government. Business not directly related to this task order shall not be conducted by contractor employees during periods paid by the Government.
- (g) Use of Government furnished equipment (GFE) or records for company or personal use is strictly prohibited. Use of Government telephones to make personal, long distance phone calls at the Government's expense is prohibited.
- (h) While the Contractor's employees are at the Government facility, the Contractor is responsible for compliance with all laws, rules, and regulations governing conduct with respect to health, safety, and use of Government property. This relates not only to the health and safety of Contractor employees and agents, but also that of Government personnel and other individuals. While on Government premises or at home and in the possession of Government property, the Contractor is responsible for such property and damages thereto.
- (i) Contractor employees are expected to adhere to the high professional ethical standards to which Government personnel in a comparable position would be expected to adhere. In addition, Contractor employees must comply with the pertinent provisions of the Office of Federal Procurement Policy Act Amendments of 1987, Pub. L. 101-189, 41 U.S.C. 423.
- (j) Contractor employees are expected to sign in and sign out in accordance with the procedures set forth within the division. These procedures will be used to validate hours invoiced and to identify contractor personnel in the building in the event of a building emergency.

3.6 NON-DISCLOSURE REQUIREMENTS and ORGANIZATIONAL CONFLICT OF INTEREST

Because this task order requires the Contractor to have access to source selection sensitive information as defined in FAR 3.104-4, The Contractor shall ensure that all its personnel (to include replacement personnel, Subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the task order:

Execute and submit an Employee/Contractor Restriction Against Disclosure Statement” (Attachment 2) prior to the commencement of any work on the task order; and
Are instructed in the FAR 3.104 requirements for disclosure, protection, and marking of Contractor bid or quote information, or source selection information.

The Contractor shall put in place appropriate procedures for the protection of such information and shall be liable to the Government for any misuse or unauthorized disclosure of such information by its personnel, as defined above.

POTENTIAL FOR ORGANIZATIONAL AND PERSONAL CONFLICTS OF INTEREST (COI) The term “organizational conflict of interest” means that the Contractor (which term hereinafter shall be deemed to include its chief executives, directors, any consultants, or subcontractors utilized under this Task Order other than a vendor selling incidental material) has interests in which:

- (i) may diminish its capacity to give impartial, technically sound, objective assistance and advise in performing this tasks;
- (ii) may otherwise result in a biased work product under this task; or,
- (iii) may result in an unfair competitive advantage to itself or others.

The contractor’s attention is directed to FAR 9.5, Organizational Conflicts of Interest. In the execution of certain contract tasks, it is anticipated that assigned contractor personnel will require access to confidential or proprietary business, technical and financial information belonging to the Government or other entities. The information may include, but is not limited to, pre-decisional budget and acquisition sensitive information, preparation of specifications or work statements, and evaluation services. After receipt thereof, the contractor and affected individuals shall treat such information as confidential and agree not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the CO in writing. The foregoing obligations, however, shall not apply to:

Information which, at the time of receipt by the contractor, is in the public domain;

Information which is published after receipt of thereof by the contractor or otherwise becomes part of the public domain through no fault of the contractor;

Information which the contractor can demonstrate was in his possession at the time of receipt thereof and was not acquired directly or indirectly from the Government or other entities; and,

Information, which the contractor can demonstrate, was received by it from a third party that did not require the contractor to hold it in confidence.

The contractor shall obtain the written agreement, in a form satisfactory to the CO, of each employee permitted access, whereby the employee agrees he will not discuss, divulge or disclose any such information or data to any person or entity except those persons within the contractor’s organization directly concerned with the performance of the contract.

The contractor agrees, if requested by the Government, to sign an agreement identical, in all material aspects, to the provisions of this clause, with each company supplying information to the contractor under this contract,

and to supply a copy of such agreement to the CO. From time to time, and upon request by the CO, the contractor shall supply the Government with reports itemizing information received as confidential, proprietary, pre-decisional budget and acquisition sensitive information, and setting forth the company or companies from which the contractor received such information.

The contractor agrees that upon request by the CO it will execute a CO approved agreement with any party whose facilities or proprietary data it is given access to or is furnished, restricting use and disclosure of the data or the information obtained from the facilities. Upon request by the CO, contractor personnel shall also sign such agreement.

If after award, the contractor discovers an organizational COI, with respect to this Task Order, it shall make an immediate and full disclosure in writing to the CO. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the contractor has taken, or proposed to take, to avoid, eliminate, or neutralize the conflict. The Government may, however, terminate the Task Order.

In the event the contractor was aware of an organizational COI prior to award of this Task Order and did not disclose the conflict to the CO or becomes aware of an organizational COI after award of this Task Order and does not disclose the COI within ten (10) days of becoming aware of such conflict, the Government may terminate the Task Order and the contractor shall not be entitled to reimbursement of any cost incurred in performing the Task Order or payment of any fee there under. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.

The contractor agrees that during the performance of the Task Order and for a period of three (3) years after the completion of performance of this Task Order, the contractor, including all divisions thereof, and any affiliate of the contractor, any joint venture involving the contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the contractor, shall not:

- (a) Supply information or material received from this contract to any firm participating in or having known prospective interest in the subject matter areas for which the sensitive information described above was initially submitted, nor enters into any contractual relationship which would affect or appear to affect the equity and integrity of its recommendations.
- (b) Furnish to the United States Government, either as a prime contractor or subcontractor, any component of any system or data for which the sensitive information described above was initially submitted.

3.7 GOVERNMENT FURNISHED EQUIPMENT AND INFORMATION

The Government will furnish on-site office facilities (telephones, fax machines, laptops, internet connectivity, etc.) for Contractor personnel at the GSA facilities. All such government furnished property will be returned upon completion of the activities and the end of the performance period.

Contractors are required to use Government-Furnished Equipment (GFE) that has been properly configured for security controls by FAS' Chief Information Officer's Office (CIO). GFE provided for telework purposes consists of a laptop and carrying case and will be treated as Government Furnished Equipment and guidelines in Controls for Government Property and Guidance on Removing Government Property from GSA facilities shall be followed. Information and equipment may include computer hardware, computer software, smartphone, email, voice-mail, connectivity to host applications, and other applicable equipment as deemed necessary. Printers/scanners/fax machines will not be provided. The Contractor employee is responsible for providing high-speed Internet connectivity and suitable office space for teleworking. The Contractor shall conform to GSA's policy "GSA Information Technology (IT) General Rules of Behavior" while working, either on site or teleworking.

The Contractor must exercise due care in transporting and storing all non-public information ensuring it is safeguarded. Controlled unclassified information (formerly called sensitive but unclassified [SBU]), including personally identifiable information (PII) and Privacy Act information shall be transported and stored only in encrypted form using GSA approved hardware and software encryption solutions. Nonpublic government information shall **NOT** be stored on personally-owned equipment, devices, or storage media. The Contractor will apply approved safeguards to protect Government equipment, records and non-public information from unauthorized access, disclosure, sharing, transmission or damage and will comply with the Privacy Act requirements set forth in the Privacy Act of 1974, Public Law 93-579, codified at Section 552a, Title 5 U.S.C. Violation can result in adverse action, fines, and/or criminal prosecution.

Prior to removing government property or equipment from GSA facilities, property passes are required to be submitted and granted approval by GSA's security/property office. The property pass request can be obtained from the COR after award. The Contractor will return all equipment provided by the agency upon separation from the agency contract or when participation in the Contractor's telework program is terminated or cancelled.

Government Furnished Information:

GSA will provide the Contractor with the necessary templates, sample documents and electronic access to such templates and sample documents upon assignment of work.

3.7.1 Safeguarding Sensitive Data and Information Technology Resources

In accordance with FAR 39.105, this section is included in the contract.

This section applies to all users of sensitive data and information technology (IT) resources, including awardees, contractors, subcontractors, lessors, suppliers and manufacturers.

The following GSA policies must be followed. These policies can be found at <http://www.gsa.gov/directives> or <https://insite.qsa.gov/directives>.

1. CIO P 2100.1 GSA Information Technology (IT) Security Policy
2. CIO P 2100.2B GSA Wireless Local Area Network (LAN) Security
3. CIO 2100.3B Mandatory Information Technology (IT) Security Training Requirement for Agency and Contractor Employees with Significant Security Responsibilities
4. CIO 2104.1A GSA Information Technology IT General Rules of Behavior
5. CIO 2105.1B GSA Section 508: Managing Electronic and Information Technology for Individuals with Disabilities
6. CIO 2106.1 GSA Social Media Policy
7. CIO 2107.1 Implementation of the Online Resource Reservation Software
8. CIO 2160.4 Provisioning of Information Technology (IT) Devices
9. CIO 2162.1 Digital Signatures

10. CIO P 2165.2 GSA Telecommunications Policy
11. CIO P 2180.1 GSA Rules of Behavior for Handling Personally Identifiable Information (PI I)
12. CIO 2182.2 Mandatory Use of Personal Identity Verification (PIV) Credentials
13. CIO P 1878.2A Conducting Privacy Impact Assessments (PIAs) in GSA
14. CIO IL-13-01 Mobile Devices and Applications
15. CIO IL-14-03 Information Technology (IT) Integration Policy
16. HCO 9297.1 GSA Data Release Policy
17. HCO 9297.2B GSA Information Breach Notification Policy
18. ADM P 9732.1D Suitability and Personnel Security

The contractor and subcontractors must insert the substance of this section in all subcontracts.

3.8. ADMINISTRATION OF THE TASK ORDERS AND RESPONSIBILITIES

Points of Contact and Responsibilities:

A GSA Contracting Officer or representative will perform contract administration of this Task Order. The CO or COR designee shall be capable of providing all technical assistance and clarification required for the performance of this Task Order.

Title	Name	Telephone, Email Address
Contracting Officer (CO)	TBD	212-264-XXXX TBD@gsa.gov
Contracting Officer Representative (COR) at time of award	TBD	212-264-XXXX TBD@gsa.gov

Contracting Officer Representative (COR) Responsibilities:

COR APPONTMENT AND AUTHORIZATION. The CO will appoint a COR in writing for the task order. The COR will represent the CO in the technical phases of the work. The COR will provide no supervisory or instructional assistance to Contractor personnel.

The COR is not authorized to change any of the terms and conditions of the task order. Changes in the scope of work will be made only by the CO by properly executed modifications to the task order.

The Ordering Activity will maintain responsibility for administering the task order and the COR will inspect and accept or reject the deliverables in accordance with the statement of work's performance criteria.

Administration of the task order will include, but not be limited to, the following:

1. Conducting annual reviews of the task order; and
2. Exercising Options in a timely manner; and
3. Performing surveillance to ensure the awarded Contractor is complying with the task order terms and conditions

3.9 INVOICING

Invoice Submission:

The Contractor shall submit Requests for Payments in accordance with the format contained in Invoice Requirements, to be considered proper for payment. In addition, the data elements indicated below shall be included on each invoice.

Task Order number: *(from GSA Form 300, Block 2)*
 Paying Number: *(Requisition/Purchase Order number) (to be provided by CO after contract award)*

Project Title: Program Management and Acquisition Support Services

Send Original Invoice To:

General Services Administration
 Financial Operations and Disbursement Branch (BCEB)
 P.O. Box 219434
 Kansas City, MO 64141-9434

Mark Invoice: **ORIGINAL Send**

Submission of an Electronic Invoice is available at

https://financeweb.gsa.gov/vendorpayment/vpp_elect_invoice

Copy of All Invoices Shall be

Submitted to the COR:

Name: Sal Calandra
Email: salvatore.calandra@gsa.gov
GSA/FAS
26 Federal Plaza, Room 20-100
New York, NY 10278

Invoice Content:

The Contractor may invoice on a monthly basis. The invoice shall include the period of performance covered by the invoice and the level of effort for each task performed. All hours and costs shall be reported by division, task order and Contractor employee, and shall be provided for the current billing month and in total from project inception to date. If teaming or subcontracting is proposed, one consolidated invoice from the prime Contractor shall be submitted in accordance with other terms and conditions of the BPA and Task Order. The Contractor shall provide the invoice data in spreadsheet form with the following detailed information (The listing shall include separate columns and totals for the current invoice period and the project to date, identified by division and task order):

Employee name
 Employee labor category
 Labor rate
 Monthly and total cumulative hours worked

Invoice Requirements

- (A) Invoices shall be submitted in an original only, unless otherwise specified, to the designated billing office specified in this contract or order.
- (B) Invoices must include the Accounting Control Transaction (ACT) number provided below or on the order.

ACT Number _____

- (C) In addition to the requirements for a proper invoice specified in the Prompt Payment clause of this contract or order, the following information or documentation must be submitted with each invoice:

(a) Invoices shall be submitted in an original and two copies to the Government office designated in this contract. To constitute a proper invoice, the invoice must include the following information and/or attached documentation:

- (1) Name of the business concern and invoice date.
 - (2) Contract number.
 - (3) Contract number or other authorization for delivery of property or services.
 - (4) Item number, national stock number (NSN) or other product identification number, description, price, and quantity of property or services actually delivered or rendered.
 - (5) Shipping and payment terms.
 - (6) Name (where practicable), title, phone number, and complete mailing address of responsible official to whom payment is to be sent. The "remit to" address must correspond to the remittance address in the contract.
 - (7) Information necessary to enable the Government to make payment by wire transfer shall be furnished in accordance with the Method of Payment clause of this contract.
- (b) To assist the Government in making timely payments, the Contractor shall furnish the following additional information either on the invoice or on an attachment to the invoice:
- (1) Paying Number (ACT/DAC NO.) (from GSA Form 300, Block 4)
 - (2) Order No. (from GSA Form 300, Block 5)
 - (3) Project Title
 - (4) Name (where practicable), Title, version, date, and the Section F paragraph reference of the specific deliverable(s) in firm-fixed price contracts
 - (5) Shipping and payment terms

- (6) Any other information or documentation required by other provisions of the contract, such as evidence of shipment.

The Contractor shall include the following statement on all invoices submitted for payment: “The costs and pricing contained within this invoice do not exceed the allowable costs of the applicable Government contract.”

The Contractor shall ensure that all requests for payments are approved, signed and dated by the Government point of contact (to be specified at the time of award) before submitting to GSA for payment. This signed approval shall include the following statement. “I *printed name of Government POC* have verified that in a satisfactory manner the items identified have been received or the services have been rendered and I take no exceptions to this invoice.”

3.10 INSPECTION AND ACCEPTANCE BY THE GOVERNMENT

All deliverables and work products will be inspected for content, completeness, accuracy, and conformance to Government requirements (including any applicable standards). The Government will provide notification of rejection of deliverables and work products. Notifications of rejection will be accompanied by specific reasons for rejection. The Contractor shall promptly remedy all noted deficiencies within the Government’s specified period for remediation. The Government will review and verify that the original problem has been resolved with the Contract deliverable(s) as re-submitted. Deliverables and work products will be accepted when all discrepancies, errors, or other deficiencies have been resolved to the Government’s satisfaction.

SUBMISSION OF WEEKLY TIMESHEETS

Because this Task Order is a Labor-Hour task, the Contractor shall submit signed and approved weekly timesheets supporting its labor cost. Weekly timesheets shall be prepared and approved in accordance with GSA’s procedures and practices. Weekly timesheets shall be submitted close of business the following Wednesday.

4. APPLICABLE CONTRACT CLAUSES AND PROVISIONS

The Contractor’s GSA Schedule’s terms and conditions, and clauses, shall be applicable to this Task Order. In addition, the clauses and provisions specified in this section shall also be applicable to this Task Order.

4.1 FAR Clauses & Provisions Incorporated by Reference

This Task Order incorporates the following clauses and provisions by reference, with the same force and effect as if they were given in full text. The full text of the FAR clauses and provisions may be accessed electronically at <https://www.acquisition.gov/far/>.

4.1.1 FAR 52.203-11 Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (SEP 2007).

4.1.2 FAR 52.203-12 Limitation on Payments to Influence Certain Federal Transactions (Oct 2010).

4.1.3 FAR 52.204-2 Security Requirements (Aug 1996).

4.1.4 FAR 52.204-9 Personal Identity Verification of Contractor Personnel (Jan 2011).

4.1.5 FAR 52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards (Aug 2012)

4.1.6 FAR 52.209-6 Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Dec 2010).

4.1.7 FAR 52.212-4 Contract Terms and Conditions—Commercial Items (Feb 2012). FAR 52.212-4 (Feb 2012) - Alternate I (Aug 2012) shall apply to time-and-materials and labor-hour portion of the Task Order.

(ii) (D) (1) The Government will reimburse the Contractor on the basis of actual cost for the following, provided such costs comply with the requirements in paragraph (i)(1)(ii)(B) of this clause: travel costs.

4.1.8 FAR 52.215-21 Requirements for Cost or Pricing Data or Information Other than Cost or Pricing Data – Modifications (Oct 2010).

4.1.9 FAR 52.216-7 Allowable Cost and Payment (Jun 2011).

4.1.10 FAR 52.216-31 Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition (Feb 2007).

4.1.11 FAR 52.217-5 Evaluation of Options (July 1990).

4.1.12 Reserved

4.1.13 FAR 52.222-4 Contract Work Hours and Safety Standards Act – Overtime Compensation (Jul 2005).

4.1.14 FAR 52.222-54 Employment eligibility Verification (Jul 2012).

4.1.15 FAR 52.223-3 Hazardous Material Identification and Material Safety Data (Jan 1997).

4.1.16 FAR 52.223-11 Ozone-Depleting Substances (May 2001).

4.1.17 FAR 52.223-15 Energy Efficiency in Energy-Consuming Products (Dec 2007).

4.1.18 FAR 52.224-1 Privacy Act Notification (Apr 1984).

4.1.19 FAR 52.224-2 Privacy Act (Apr 1984).

4.1.20 FAR 52.227-14 Rights in Data – General (Dec 2007) - Alternative V (Dec 2007).

- 4.1.21 FAR 52.228-5 Insurance—Work on a Government Installation (Jan 1997).
- 4.1.22 FAR 52.232-7 Payments under Time-and-Materials and Labor-Hour Contracts (Aug 2012).
- 4.1.23 FAR 52.232-18 Availability of Funds (Apr 1984).
- 4.1.24 FAR 52.232-20 Limitation of Costs (Apr 1984).
- 4.1.25 FAR 52.232-22 Limitation of Funds (Apr 1984).
- 4.1.26 .FAR 52.233-4 Applicable Law for Breach of Contract Claim (Oct 2004).
- 4.1.27 FAR 52.237-3 Continuity of Services (Jan 1991).
- 4.1.28 FAR 52.239-1 Privacy or Security Safeguards (Aug 1996).
- 4.1.29 FAR 52.243-3 Changes—Time-and-Materials or Labor-Hours (Sept 2000).
- 4.1.30 FAR 52.244-2 Subcontracts (Oct 2010)
- 4.1.31 FAR 52.245-9 Use and Charges (Apr 2012).
- 4.1.32 FAR 52.246-6 Inspection—Time-and-Material and Labor-Hour (May 2001) – Alternative I (Apr 1984).
- 4.1.33 FAR 52.246-16 Responsibility for Supplies (Apr 1984).
- 4.1.34 FAR 52.247-2 Permits, Authorities, or Franchises (Jan 1997).
- 4.1.35 FAR 52.249-14 Excusable Delays (Apr 1984).
- 4.1.36 FAR 52.251-1 Government Supply Sources (Apr 2012).
- 4.1.37 FAR 52.232-19 Availability of Funds for the Next Fiscal Year (Apr 1984). First & Second Fill In: “the current Fiscal Year”.

4.2 Additional Applicable Clauses & Special Clauses

4.2.2 FAR 52.217-8 Option to Extend Services (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

4.2.3 Option to Extend the Term of the Contract (Mar 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 60 days [*insert the period of time within which the Contracting Officer may exercise the option*]; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days [*60 days unless a different number of days is inserted*] before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 36 months.

(End of clause)

4.2.4 FAR 52.232-99, Providing Accelerated Payment to Small Business Subcontractors (DEVIATION) (Aug 2012)

This clause implements the temporary policy provided by OMB Policy Memorandum M-12-16, Providing Prompt Payment to Small Business Subcontractors, dated July 11, 2012.

- (a) Upon receipt of accelerated payments from the Government, the contractor is required to make accelerated payments to small business subcontractors to the maximum extent practicable after receipt of a proper invoice and all proper documentation from the small business subcontractor.
- (b) Include the substance of this clause, including this paragraph (b), in all subcontracts with small business concerns.
- (c) The acceleration of payments under this clause does not provide any new rights under the Prompt Payment Act.

4.2.5 Predecessor Contract Employees.

This Task Order is intended to replace soon to expire contract(s) and/or task order(s) for similar services. For purposes of efficiency and proficiency, the Contractor may consider retaining the predecessor's contract employees, where feasible, as determined by the Contractor. The Contractor as the employer shall make the final determination as to whether the predecessor's contract employees are retained under this Task Order. The names and contact information of the predecessor's contract employees will be provided to the Contractor for review and consideration after Task award.

All labor categories specified in Section 5.1 Price Table currently has a predecessor contract employee in that position, except Contract Administrator Senior (AAS) and Administrative Program Assistant Senior (RC). The Contract Administrator Senior is designed as a potential future needs. The Administrative Program Assistant Senior is not currently filled by a predecessor contract employee.

4.3 GSAR Clauses & Provisions Incorporated by Reference

This Task Order incorporates the following clauses and provisions by reference, with the same force and effect as if they were given in full text. The full text of the GSAR clauses and provisions may be accessed electronically at

http://www.acquisition.gov/gsam/current/html/part552_sub2a.html.

- 4.3.1 GSAR Clause 552.204-9, Personal Identity Verification Requirements (Oct 2012)
- 4.3.2 GSAR Clause 552.236-75, Use of Premises (Apr 1984)
- 4.3.3 GSAR Clause 552.239-70, Information Technology Security Plan and Security Authorization (Jun 2011)
- 4.3.4 GSAR Clause 552.239-71, Security Requirements for Unclassified Information Technology Resources (Jan 2012)

5. INSTRUCTIONS TO OFFERORS

The due date for proposal submission is, Tuesday, November 10, 2015, by 7:00 A.M. (EST). Proposals shall be submitted via GSA's eBuy. Offerors not received by the time stated above will not be considered. Offers must identify the GSA Schedule holder, the MOBIS contract number and a copy of the Schedule's holders approved price list. **All questions and request for clarifications pertaining to this solicitation shall be submitted via email to fitzgerald.chin@gsa.gov, no later than 7:00 AM, Eastern Standard Time, Monday, November 2, 2015.**

This RFQ is a total Service Disabled Veteran Owned Small Business (SDVOSB) set-aside. Offers will only be accepted and evaluated from SDVOSB MOBIS vendors, having both SIN 874 6 (Acquisition Management Support) and SIN 874 7 (Integrated Business Program Support Services).

For each of the 3 Past Performance projects, Offerors shall provide Attachment 3 Past Performance Questionnaire to each of the 3 past performance references for completion. In order for GSA to fully consider the 3 Past Performance projects referenced in the Technical Proposal, the points of contact for each of the project must complete and submit the attached Past Performance Questionnaire form directly to GSA. Submission of the Past Performance Questionnaire shall be submitted directly to the GSA at fitzgerald.chin@gsa.gov, by the organization who completed them. Questionnaires are expected back no later than close of business, November 13, 2015 and will only be accepted **via email**. The submission must come directly from the point of contact for the referenced project, in order to be accepted.

The Government shall evaluate information contained in the offeror's proposal, and if required, past performance information obtained independently by the Government. The tradeoff process shall be used in the evaluation. The tradeoff process shall permit tradeoffs among price and non-price factors and shall allow the Government to accept other than the lowest priced proposal.

I. TECHNICAL PROPOSAL -

Offerors shall submit proposals in response to this solicitation electronically via GSA eBuy. Written submission addressing the non-price evaluation factors (Past Performance Providing Similar Services and Management Approach) shall not exceed a total of 20 pages (excluding resumes), based on single sided, double-spaced, 12-point font, and in a common format. No pricing information shall be included as part of the Technical Proposal. Price Proposals are to be submitted in a separate volume from the offeror's Technical Proposal. Price Proposals are not counted towards the twenty (20) page limit.

The following technical factors will be used in the evaluation of the offers received:

1. Past Performance Providing Similar Services
2. Management Approach

Past Performance Providing Similar Services and Management Approach are equally important.

The proposal shall address the company's ability to provide program management and acquisition support services contemplated under this RFQ. Demonstrate an understanding of the requirements and objectives. Demonstrate that the company has relevant experience and capability to meet requirements. Address the company's management approach including, availability of resources, recruitment and retention of qualified employees, quality assurance plan, and ability to successfully perform and manage work similar to the size, scope and complexity described. Identify key personnel (non-billable management personnel) who will be responsible for contract administration and oversight of contractor personnel.

Past performance data provided by the offeror and data from other sources will be considered as part of the evaluation. The attached questionnaire form shall be used to solicit assessments of the offeror's performance from three (3) previous customers, within the past four years. All pertinent information, including customer assessments and any rebuttals, if appropriate, will be made part of the evaluation records and will be included in the evaluation.

Responses that merely repeat the language of the RFQ and/or that merely indicate that the offeror will comply with all the RFQ requirements with no further detail, shall be deemed unacceptable and shall not be considered for award.

II. PRICE PROPOSAL -

Offerors shall complete the following pricing table. The offeror shall perform the effort required by this task order on a Labor Hour basis. Price will be evaluated separately from the other factors and will be evaluated for fairness and reasonableness. Prices proposed under the resultant task order shall not exceed those rates currently awarded under the offerors established MOBIS Schedule. Offerors are encouraged to offer discounts from their currently awarded Schedule. GSA may choose to not issue a task order to an offeror whose offer prices provides no discounts from prices awarded under their MOBIS Schedule. Offerors may not have an opportunity to offer lower rates in quotation revisions since it is GSA's intent to establish the task order without discussions. However, GSA will reserve the right to open discussion, if deemed necessary.

When evaluating the price proposal, a determination shall be made as to the reasonableness and the completeness of the price proposal. The Government shall use price analysis to determine whether the proposed prices are fair and reasonable. Price will not receive an adjectival rating.

5.1 PRICE TABLE

Offeror is to provide a crosswalk of GSA's labor category to the offeror's labor category listed in its MOBIS Schedule, if names of labor categories are different. Offerors may submit their Price Proposal Table in their own similar format; however all elements, notations, and instructions as shown shall be included.

Legend:

AAS = Assisted Acquisition Services Division

BMD = Business Management Division

FSSI = Federal Strategic Sourcing Initiative

AO = Office of General Supply & Services Acquisition Center

RC = Regional Commissioner

NTE = Not-to-Exceed

Base Period (From 12/14/2015 to 10/31/2016)						
Contract Type: Labor-Hour						
<u>CLIN</u>	<u>Description</u>	<u>Unit of Issue</u>	<u>MOBIS Hourly Rates (Pricelist)</u>	<u>Offered Hourly Rates for This RFQ (With Discount)</u>	<u>Hours</u>	<u>Total NTE Cost</u>
1L	LABOR					
1L.1	Contract Administrator Senior (AAS)	Hour	\$	\$	1,896	\$
1L.2	Contract Administrator Intermediate (AAS)	Hour	\$	\$	1,896	\$
1L.3	Contract Administrator Intermediate (AAS)	Hour	\$	\$	1,896	\$
1L.4	Administrative Program Assistant Senior (RC)	Hour	\$	\$	1,896	\$
1L.5	Corporate Communication Consultant (RC)	Hour	\$	\$	1,896	\$
1L.6	Communications Customer Service Consultant Intermediate (FSSI)	Hour	\$	\$	1,896	\$
1L.7	Program Analyst Senior (FSSI)	Hour	\$	\$	1,896	\$
1L.8	Program Analyst Senior (FSSI)	Hour	\$	\$	1,896	\$
1L.9	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,896	\$
1L.10	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,896	\$
1L.11	Contract Administrator Intermediate	Hour	\$	\$	1,896	\$

	(AO)					
1L.12	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,896	\$
1L.13	Program Analyst Entry Level (AO)	Hour	\$	\$	1,896	\$
Total NTE Labor Cost All CLIN 1L						\$

<u>CLIN</u>	<u>Description</u>	<u>Unit of Issue</u>	<u>Total NTE Cost</u>
1T.1	AAS Travel.	1 Lot	\$3,000.00
1T.2	FSSI Travel	1 Lot	\$3,000.00
Total NTE Travel Ceiling All CLIN 1T (see Note 1 below)			\$6,000.00

TOTAL BASE PERIOD NTE COST ALL CLINs	\$
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Note 1: Applicable for travel by direct labor only (i.e., Contract Administrator, Program Analyst, Consultant). Travel shall be done on an as needed basis and only as directed by the Government. Travel by project manager and/or other corporate officers are considered to be overhead and indirect cost, and shall be absorbed by contractor.

Option Period 1 (12 Months from 11/01/2016 to 10/31/2017)						
Contract Type: Labor-Hour						
<u>CLIN</u>	<u>Description</u>	<u>Unit of Issue</u>	<u>MOBIS Hourly Rates (Pricelist)</u>	<u>Offered Hourly Rates for This RFQ (With Discount)</u>	<u>Hours</u>	<u>Total NTE Cost</u>
2L	LABOR					
2L.1	Contract Administrator Senior (AAS)	Hour	\$	\$	1,936	\$
2L.2	Contract Administrator Intermediate (AAS)	Hour	\$	\$	1,936	\$
2L.3	Contract Administrator Intermediate (AAS)	Hour	\$	\$	1,936	\$
2L.4	Administrative Program Assistant Senior (RC)	Hour	\$	\$	1,936	\$
2L.5	Corporate Communication Consultant (RC)	Hour	\$	\$	1,936	\$
2L.6	Communications Customer Service Consultant Intermediate (FSSI)	Hour	\$	\$	1,936	\$
2L.7	Program Analyst Senior (FSSI)	Hour	\$	\$	1,936	\$
2L.8	Program Analyst Senior (FSSI)	Hour	\$	\$	1,936	\$
2L.9	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,936	\$
2L.10	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,936	\$
2L.11	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,936	\$

2L.12	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,936	\$
2L.13	Program Analyst Entry Level (AO)	Hour	\$	\$	1,936	\$
Total NTE Labor Cost All CLIN 2L						\$

<u>CLIN</u>	<u>Description</u>	<u>Unit of Issue</u>	<u>Total NTE Cost</u>
2T.1	AAS Travel.	1 Lot	\$3,000.00
2T.2	FSSI Travel	1 Lot	\$3,000.00
Total NTE Travel Ceiling All CLIN 2T (see Note 1 below)			\$6,000.00

TOTAL OPTION PERIOD 1 NTE COST ALL CLINs	\$
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Note 1: Applicable for travel by direct labor only (i.e., Contract Administrator, Program Analyst, Consultant). Travel shall be done on an as needed basis and only as directed by the Government. Travel by project manager and/or other corporate officers are considered to be overhead and indirect cost, and shall be absorbed by contractor.

Option Period 2 (12 Months from 11/01/2017 to 10/31/2018)						
Contract Type: Labor-Hour						
<u>CLIN</u>	<u>Description</u>	<u>Unit of Issue</u>	<u>MOBIS Hourly Rates (Pricelist)</u>	<u>Offered Hourly Rates for This RFQ (With Discount)</u>	<u>Hours</u>	<u>Total NTE Cost</u>
3L	LABOR					
3L.1	Contract Administrator Senior (AAS)	Hour	\$	\$	1,936	\$
3L.2	Contract Administrator Intermediate (AAS)	Hour	\$	\$	1,936	\$
3L.3	Contract Administrator Intermediate (AAS)	Hour	\$	\$	1,936	\$
3L.4	Administrative Program Assistant Senior (RC)	Hour	\$	\$	1,936	\$
3L.5	Corporate Communication Consultant (RC)	Hour	\$	\$	1,936	\$
3L.6	Communications Customer Service Consultant Intermediate (FSSI)	Hour	\$	\$	1,936	\$
3L.7	Program Analyst Senior (FSSI)	Hour	\$	\$	1,936	\$
3L.8	Program Analyst Senior (FSSI)	Hour	\$	\$	1,936	\$
3L.9	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,936	\$
3L.10	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,936	\$
3L.11	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,936	\$

3L.12	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,936	\$
3L.13	Program Analyst Entry Level (AO)	Hour	\$	\$	1,936	\$
Total NTE Labor Cost All CLIN 3L						\$

<u>CLIN</u>	<u>Description</u>	<u>Unit of Issue</u>	<u>Total NTE Cost</u>
3T.1	AAS Travel.	1 Lot	\$3,000.00
3T.2	FSSI Travel	1 Lot	\$3,000.00
Total NTE Travel Ceiling All CLIN 3T (see Note 1 below)			\$6,000.00

TOTAL BASE PERIOD 2 NTE COST ALL CLINs	\$
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Note 1: Applicable for travel by direct labor only (i.e., Contract Administrator, Program Analyst, Consultant). Travel shall be done on an as needed basis and only as directed by the Government. Travel by project manager and/or other corporate officers are considered to be overhead and indirect cost, and shall be absorbed by contractor.

Option Period 3 (12 Months from 11/01/2018 to 10/31/2019)						
Contract Type: Labor-Hour						
<u>CLIN</u>	<u>Description</u>	<u>Unit of Issue</u>	<u>MOBIS Hourly Rates (Pricelist)</u>	<u>Offered Hourly Rates for This RFQ (With Discount)</u>	<u>Hours</u>	<u>Total NTE Cost</u>
4L	LABOR					
4L.1	Contract Administrator Senior (AAS)	Hour	\$	\$	1,936	\$
4L.2	Contract Administrator Intermediate (AAS)	Hour	\$	\$	1,936	\$
4L.3	Contract Administrator Intermediate (AAS)	Hour	\$	\$	1,936	\$
4L.4	Administrative Program Assistant Senior (RC)	Hour	\$	\$	1,936	\$
4L.5	Corporate Communication Consultant (RC)	Hour	\$	\$	1,936	\$
4L.6	Communications Customer Service Consultant Intermediate (FSSI)	Hour	\$	\$	1,936	\$
4L.7	Program Analyst Senior (FSSI)	Hour	\$	\$	1,936	\$
4L.8	Program Analyst Senior (FSSI)	Hour	\$	\$	1,936	\$
4L.9	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,936	\$
4L.10	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,936	\$
4L.11	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,936	\$

4L.12	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,936	\$
4L.13	Program Analyst Entry Level (AO)	Hour	\$	\$	1,936	\$
Total NTE Labor Cost All CLIN 4L						\$

<u>CLIN</u>	<u>Description</u>	<u>Unit of Issue</u>	<u>Total NTE Cost</u>
4T.1	AAS Travel.	1 Lot	\$3,000.00
4T.2	FSSI Travel	1 Lot	\$3,000.00
Total NTE Travel Ceiling All CLIN 4T (see Note 1 below)			\$6,000.00

TOTAL BASE PERIOD 3 NTE COST ALL CLINs	\$
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Note 1: Applicable for travel by direct labor only (i.e., Contract Administrator, Program Analyst, Consultant). Travel shall be done on an as needed basis and only as directed by the Government. Travel by project manager and/or other corporate officers are considered to be overhead and indirect cost, and shall be absorbed by contractor.

Option Period 4 (12 Months from 11/01/2019 to 10/31/2020)						
Contract Type: Labor-Hour						
<u>CLIN</u>	<u>Description</u>	<u>Unit of Issue</u>	<u>MOBIS Hourly Rates (Pricelist)</u>	<u>Offered Hourly Rates for This RFQ (With Discount)</u>	<u>Hours</u>	<u>Total NTE Cost</u>
5L	LABOR					
5L.1	Contract Administrator Senior (AAS)	Hour	\$	\$	1,936	\$
5L.2	Contract Administrator Intermediate (AAS)	Hour	\$	\$	1,936	\$
5L.3	Contract Administrator Intermediate (AAS)	Hour	\$	\$	1,936	\$
5L.4	Administrative Program Assistant Senior (RC)	Hour	\$	\$	1,936	\$
5L.5	Corporate Communication Consultant (RC)	Hour	\$	\$	1,936	\$
5L.6	Communications Customer Service Consultant Intermediate (FSSI)	Hour	\$	\$	1,936	\$
5L.7	Program Analyst Senior (FSSI)	Hour	\$	\$	1,936	\$
5L.8	Program Analyst Senior (FSSI)	Hour	\$	\$	1,936	\$
5L.9	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,936	\$
5L.10	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,936	\$
5L.11	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,936	\$

5L.12	Contract Administrator Intermediate (AO)	Hour	\$	\$	1,936	\$
5L.13	Program Analyst Entry Level (AO)	Hour	\$	\$	1,936	\$
Total NTE Labor Cost All CLIN 5L						\$

<u>CLIN</u>	<u>Description</u>	<u>Unit of Issue</u>	<u>Total NTE Cost</u>
5T.1	AAS Travel.	1 Lot	\$3,000.00
5T.2	FSSI Travel	1 Lot	\$3,000.00
Total NTE Travel Ceiling All CLIN 5T (see Note 1 below)			\$6,000.00

TOTAL BASE PERIOD 4 NTE COST ALL CLINs	\$
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Note 1: Applicable for travel by direct labor only (i.e., Contract Administrator, Program Analyst, Consultant). Travel shall be done on an as needed basis and only as directed by the Government. Travel by project manager and/or other corporate officers are considered to be overhead and indirect cost, and shall be absorbed by contractor.

6. EVALUATION CRITERIA AND AWARD

The Government will award the task order resulting from this Request For Quotation (RFQ) to the responsible offeror whose offer conforms to the RFQ and will be considered the best value to the Government. Best value is defined as the expected outcome of an acquisition that, in the Government's estimation, provides the greatest overall benefit in response to the requirement. The Government is more concerned with obtaining superior past performance, experience, and management features than necessarily with making an award at the lowest price. . In making this determination, the combination of the non-price technical factors (Past Performance Providing Similar Services and Management Approach) are more important than price.

The price evaluation will include price completeness and accuracy, price reasonableness and fairness, and total cost to the Government. For the task order, the Government will consider the total price (base + options). Pricing will be established in accordance with the established MOBIS Schedule contract and the discount offered. Evaluation of options does not obligate the Government to exercise them. Prices which are excessively high or low may be considered unrealistic and unreasonable, and may receive no further consideration.

In the event that the Government requires continued performance, offerors are hereby notified that in accordance with FAR 52.217-8 Option to Extend Services the Government may extend performance by up to an additional six (6) months. As part of the price evaluation, the Government will evaluate the option to extend services (see FAR Clause 52.217-8) by adding six (6) months of the offeror's final option period price to the offeror's total price. Offerors are required only to price the base and option periods. Offerors shall **not** submit a price for the potential six month extension of services period.

Evaluation Criteria:

The following technical factors will be used in the evaluation of the offers received:

1. Past Performance Providing Similar Services
2. Management Approach

Past Performance Providing Similar Services and Management Approach are of equal importance.

(1) Past Performance Providing Similar Services: The Government will consider past performance data provided by the offeror and data from other sources. The attached questionnaire form shall be used to solicit assessments of the offeror's past performance and experience from three (3) previous customers, within the past four years. All pertinent information, including customer assessments and any rebuttals, if appropriate, will be made part of the evaluation records and will be included in the evaluation.

In the offeror's Technical Proposal, the offeror shall provide and describe three (3) projects (completed or is currently on-going) that are recent (within the last 4 years) and relevant, in terms of scope, complexity and dollar value to the performance objectives in the Statement of Work, which clearly demonstrates the contractor's corporate experience. Please provide two (2) points of contact (primary and alternate) pertaining to each of the projects and their commercial phone numbers and e-mail addresses. For each project listed, provide the dollar value, period of performance, and a narrative describing how each of the projects provides the offeror with relevant experience to provide services as required under Tasks 1 to 5 of this RFQ (i.e., Task 1: Program Management for Regional Commissioner. Task 2: Program Management for AAS. Task 3: Acquisition Management for AAS. Task 4: Program Management for CAR. Task 5: Acquisition Management for AO).

In addition to the narrative described above, for each of the 3 past performance projects, the offeror shall have the Past Performance Questionnaire (Attachment 4) completed. In order for GSA to fully consider the 3 Past Performance projects referenced in the Technical Proposal, the points of contact for each of the projects must complete and submit the attached Past Performance Questionnaire form directly to GSA. Submission of the Past Performance Questionnaire shall be submitted directly to fitzgerald.chin@gsa.gov, by the organization who completed them in order to be considered. Questionnaires are due back no later than close of business, **November 13, 2015**, and will only be accepted via email.

The Evaluation Panel will review the gathered information and reach a consensus on the overall adjectival rating. The adjective color coding rating system/definitions are:

BLUE -- Excellent. The evaluation of the offeror's relevant past performance and experience reveals that the offeror is exceptionally well qualified to perform the effort as evidenced by one or more significant strengths. This experience includes numerous advantageous characteristics of significant strengths that will benefit the Government. No significant weaknesses exist.

YELLOW -- Good. The evaluation of the offeror's relevant past performance and experience indicates that the offeror has good past performance with relevant experience and can reasonably be expected to perform satisfactorily. This past performance and experience is expected to have some strengths that will benefit the Government and limited weaknesses.

RED -- Poor. The evaluation of the offeror's relevant past performance and experience reveals previous problems, deficiency(ies), and significant weaknesses that could impact the effort. Such as having limited relevant experience and/or poor past performance.

Definitions:

- a) A **deficiency** is a material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an unacceptable level.
- b) A **strength** is a proposed solution to a requirement that provides more than the minimum requirement and represents added value to the Government.
- c) A **weakness** is a proposed solution that addresses a requirement, but does so in a fashion that may not provide optimal support service.
- d) A **significant weakness** in the proposal is a flaw that appreciably increases the risk of unsuccessful contract performance.
- e) **Significant Strength** – appreciably enhances the merit of a proposal or appreciably increases the probability of successful contract performance.

(2) Management Approach: The Management Approach will be evaluated for the degree to which the offer reflects a sound management approach that will lead to the successful accomplishment of the requirement. The offeror's Management Approach shall address the following two subject matters.

(2.1) Recruitment and Retention of Qualify Employees. Describe specifically how the offeror will recruit and retain qualify employees or candidates for the startup or initial transition of this requirement. Describe the relevant experience and training of the offeror's proposed employees or candidates and their ability to bring to bear the necessarily skillset to perform relevant program management and acquisition functions under this RFQ. Offerors will be permitted to submit resumes; no single resume is to exceed two (2) pages.

(2.2) Quality Control Plan (QCP). The contractor shall develop and submit a functional Quality Control Plan (QCP), which shall be used as a foundation for technical direction, resources management planning and the method of assuring quality performance during this contract. The QCP will be evaluated as part of Factor# 2. In addition, the awardee shall also maintain and implement the QCP throughout the term of the Task Order. At a minimum, the Quality Control Plan shall address:

- How the offeror will ensure that personnel have the necessary experience and training to meet the stated requirements.
- Describe the minimum qualifications in terms of experience, education, and training of contractor's personnel for the following key labor categories: Contract Administrator Intermediate, Program Analyst Senior, Corporate Communication Consultant Senior, and Communications Customer Service Consultant Intermediate.
- How the contractor will track and monitor contract employee performance, time and attendance, and deliverables.
- How the offeror will ensure continuous coverage in the event of departure of any personnel.
- How the offeror will monitor timetables and timeframes on deliverables and how contractor will mitigate any delays.

- Identify and provide resumes of off site (non-billable) management personnel who will be involved in the administration and management of this task order. At a minimum a Program Manager/Project Manager shall be identified who will be responsible for the supervision of the contractor personnel. Their roles and responsibilities shall be delineated.

The Contracting Officer Representative shall be responsible for monitoring the contractor's efforts in complying with its Quality Control Plan.

The following color-scheme ratings system shall be employed to evaluate Factor 2- Management Approach:

BLUE - Excellent. A proposal that exceeds requirements and demonstrates a superior understanding of goals and objectives of the acquisition. This clearly achievable approach includes numerous advantageous characteristics of substance/significant strengths that will benefit the Government, and no significant weaknesses, with an overall low degree of risk in meeting the Government's requirements.

Yellow - Good. A proposal that demonstrates a good approach which is expected to meet all requirements and objectives. This approach has some strengths that will benefit the Government and any weaknesses are readily correctable with a overall low to moderate degree of risk in meeting the Government's requirements.

RED - Poor. A proposal that contains errors, omissions, or deficiency(ies) that indicates a lack of understanding of the requirements or an approach that cannot be expected to meet requirements or involves high risk.

Definitions for Factors 2:

- a) A **deficiency** is a material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an unacceptable level.
- b) A **strength** is a proposed solution to a requirement that provides more than the minimum requirement and represents added value to the Government.
- c) A **weakness** is a proposed solution that addresses a requirement, but does so in a fashion that may not provide optimal support service.
- d) A **significant weakness** in the proposal is a flaw that appreciably increases the risk of unsuccessful contract performance.
- e) **Significant Strength** – appreciably enhances the merit of a proposal or appreciably increases the probability of successful contract performance.

Basis of Award

Proposals shall be evaluated based on Best Value method. This effort is to be procured under a Best Value trade-off method, IAW FAR8.4 . Proposals under this solicitation will be evaluated against the pre-established evaluation criteria as specified in this RFQ. The Best Value process shall permit the Government to evaluate non-price technical factors and engage in a tradeoff among price and non-price technical factors. This allows the Government to accept other than the lowest priced proposal.

The 2 non-price factors, Factor 1 (Past Performance Providing Similar Services) and Factor 2 (Management Approach) are of equal importance. The 2 non-price factors, when combined, are more important than price.

However price can have a significant effect on the selection decision. The degree of importance of price as a consideration could become greater depending upon the equality of the offers for the non-price factors evaluated. The Government will not make an award at a significantly higher overall price to achieve slightly superior past performance, experience, technical, and/or management features.

Award will be made to the responsible offeror whose offer conforms to the requirements of this RFQ and is determined to provide the Best Value to the Government.

ATTACHMENT 1
SECURITY REQUIREMENTS

1. Identification/Building Pass.

The Contractor shall ensure that every employee has an occupant agency/ Contractor identification/building pass before the employee enters on duty. The Contractor and the Contracting Officer's Representative shall authorize each pass issued. The Contractor shall see that all passes are returned to the Contracting Officer's Representative as his employees are dismissed or terminated, and when the contract expires. All passes must contain an expiration date.

The Contractor shall require that all employees display at all times their passes during duty hours and show them upon request. The Contracting Officer's Representative or other Government personnel designated by him shall periodically verify the passes of Contractor employees with their personal identification.

The Contractor shall make his employees available for photo identification badges, when required by the Government, on a schedule to be worked out with the Contracting Officer's Representative. The Government will make the badges after a favorable security report has been received on the Contractor employees. Occupant agency personnel will take the pictures and furnish the equipment and material to make the identification badges. Contractor employees shall sign each badge at the time of photographing. The Contractor shall see that all badges are returned to the Contracting Officer's Representative when employees are dismissed or terminated. The Contractor will notify the Contracting Officer's Representative when employee badges are lost. It will be the responsibility of the Contractor to pay for replacement badges.

2. Clearances.

The Government will have full and complete authority over granting, denying, withholding, or terminating clearances for contract employees. The Government may authorize and grant temporary clearances to employees. However, the granting of a temporary clearance shall not be considered assurance that full clearance will follow. The granting of either temporary or permanent clearance shall in no way prevent, preclude, or bar the withdrawal or termination of any such clearance by the Government

3. Security Clearance Requirements (Non-Classified Contract).

The cost of undergoing security clearance for each person identified by the Contractor, shall be the responsibility of the Contractor. Unless otherwise specified, the Contractor will submit to the Contracting Officer's Representative (COR) upon hire, HSPD-12 Contractor Suitability Information Worksheet of each individual who will be working under the contract. These Government furnished forms will be submitted for new and replacement employees before entrance on duty. **No contract**

employees shall be permitted to work under this Task Order without having been given full security clearance to work on GSA's IT systems and equipment. Contract employees that fail to submit all the required documents and are found working at the GSA building will be immediately removed from the facility until all of the required documents have been submitted.

A notice to proceed, or its equivalent, shall not be issued until satisfactory quality control plans, maintenance schedules, and security clearance information are provided and found acceptable by the Contracting Officer or an authorized representative.

Contract employees who have not received security clearance shall not be allowed to work on this Task Order or in federally occupied space.

The Government will conduct a background check utilizing the National Agency Checks with Written Inquiries (NACI) to determine the existence of a criminal record once the Federal Protective Service (FPS) HSPD-12 Contract Info Worksheet is received and reviewed for accuracy and completeness. Upon receipt of the FPS HSPD-12 Form, the Government will conduct the appropriate Background investigation. If no negative information is received, the Government will enter the Contractor's into the e-QIP system for processing. The Contractor will receive an e-mail notification to access the internet and logon to e-Qip and complete the indicated security forms. The Contractor will have 7 working days to enter e-Qip and fill out all necessary forms. Upon completion of the forms and e-QIP acceptance of the forms, the system will generate a general release form, a medical release form and an e-QIP Investigation # attached. The Contractor will sign the release form and together with two (2) copies of completed fingerprint cards, and a copy of (2) picture ID's. Fingerprint results should take 3-5 days to be completed and results provided to Credentialing Official at GSA's Federal Acquisition Service building located on 2200 Crystal Drive, Arlington, Virginia, 22202.

The contract employee shall not be permitted to start work on a GSA contract or Task Order while awaiting NACI clearance. GSA will not permit the contract employee to perform on this Task Order and will not provide the contract employee with an access badge, or permission to access to GSA IT systems and equipment, until the "Suitable" NACI has been received.

If Government personnel receive evidence of disqualifying criminal history information, they will immediately advise the COR that the employee has received an "Unsuitable" NACI. The COR will advise the contract employer that the employee is "Unsuitable" and a Notice of Final Adjudication determination must be rendered. Until that check is completed, the individual in question will not be allowed access in the Federal building as a GSA contract employee or be granted access to GSA IT systems and equipment.

A person who receives an "Unfavorable" Notice of Final Adjudication determination will be provided a reasonable time (30 days) to challenge the accuracy of the information contained in the FBI criminal history records; past employment history and/or State criminal history repositories; or to provide additional facts, proof and supporting documents outlining any mitigating circumstances affecting any

information maintained in the criminal history records. During the 30 days the person will **not** be allowed access to the building, nor will they be allowed to work on any GSA contracts or Task Orders. For this 30 day time period, the Contractor shall be solely responsible for the person's salary and replacement personnel must be identified for clearance.

All contract employees that receive a "Favorable" Notice of Final Adjudication receive a clearance valid for five (5) years from the Notice of Final Adjudication date. Contract employees cleared through this process while employed by a Contractor who is subsequently replaced by another Contractor shall only be required to submit another set of clearance forms if the employee has not been cleared within the last five years, or if required by the Contracting Officer's Representative.

4. Security Clearance Process

The Contractor is responsible for ensuring a fully and properly completed Contractor Information Worksheet (CIW) is submitted electronically to GSA for each of its employee assigned under this contract or Task Order.

The Contractor shall be responsible for ensuring that each contractor employee completes a National Agency Check with Inquiries (NACI) with OPM.

Each contract employee will receive an invitation to make an appointment at USAccess to have their fingerprints taken and to enroll in the GSA Credentialing System. They must make this appointment within 7 days of receiving the invitation.

No contract employees shall be permitted to perform or work under this contract or Task Order without first having properly complete and submit both a CIW and NACI, and subsequently passed all security clearances as deemed necessary by the Government.

ATTACHMENT 2
RESTRICTION AGAINST DISCLOSURE STATEMENT

(To be signed by all contractor personnel and manager involved directly or performing work under this Task Order)

Contractor/Company Name:

Contract Employee Name:

Employee Address:

Employee Home Number & Personal Email:

I understand that in connection with my participation in this Task Order and all work associated thereunder, I may acquire or have access to information relating to any and all aspects of acquisition operations that may be of a technical, legal, sensitive and/or confidential nature and which may be the sole property of the U.S. Government.

I hereby agree that I will keep any and all information furnished by the Government, or that I might otherwise obtain or become aware of during the performance of this task order, in the strictest confidence. I further agree that I am specifically prohibited from publishing, reproducing or otherwise divulging any such information in whole or in part, in any manner or form. I am prohibited from authorizing or permitting others to do so, and will take such reasonable measures as are necessary to restrict access to the information while in my possession.

I will not discuss with or reveal to any representative of any governmental entity, business organization, other entity, or any individual person (except persons specifically authorized by the Contracting Officer (CO)), either within or outside the U.S. Government, any aspect of any of the acquisition information that I am or will become privy to. The term "any aspect of the acquisition" includes, but is not limited to, information contained (or to be contained) in any acquisition documentation created by or on behalf of the United States Government pursuant to FAR Subpart 7.1, requests for quotations/proposals, requests for quotation (RFQ), source selection information (as that term is defined in FAR § 2.101), trade secrets and other proprietary information (18 U.S.C. §§ 1832, 1905), the number and identity of Government personnel involved, and the schedule of key technical and acquisition events in the acquisition process. Except as specifically authorized by the CO, release of such information is not authorized. I agree that this obligation shall continue both during the period of my current employment and thereafter.

I recognize that a significant factor in the successful and proper completion of the acquisition is the strict confidentiality observed by all participants in the various evaluations, review, and discussion groups concerning all of the activities and procedures involved in acquisition development, and that failure to comply with these requirements may compromise the award decision. I acknowledge that the unauthorized release of acquisition information may result in the termination of my services.

Furthermore, I am aware that the unauthorized release of such information may subject me to criminal and civil penalties, including but not limited to criminal sanctions imposed by 18 U.S.C. 641. This section provides, in pertinent part, "Whoever ... knowingly converts to his use or to the use of another, or without authority, sells, conveys, or disposes of any record ... of the United States ... or whoever receives ... the same with intent to convert it to his use or gain, knowing it to have been converted, shall be fined [not more than \$10,000] or imprisoned of not more than 10 years, or both

In the event that I release any information described above or become aware that such information has been released by someone else, I agree to so advise the CO, *Fitzgerald Chin*, at *fitzgerald.chin@gsa.gov*. When so advising the CO, I will provide the CO with the following information: (1) the business organization or other entity, or individual person, to whom the information in question was divulged, (2) the identity of the person that disclosed the information, and (3) the content of the information.

I further affirm that if I am notified of the identity of Offerors, their subcontractors, joint venture partners, and team members by whatever means, I will (1) disclose to the CO and to GSA's Office of Counsel whether I or any member of my immediate family* have any holdings or interest whatsoever in any Offeror, their subcontractors, joint venture partners, or team members, and (2) if I or a member of my immediate family* acquire holdings or interest in any Offeror, their subcontractors, joint venture partners, or team members, notify the CO and will not participate in any aspect of the acquisition unless authorized to do so by the CO and Office of Counsel.

Print Name:

Signature and Date:

* The interest of a spouse, minor child, or other member of the employee's immediate household is reported in the same manner as an interest of the employee.

ATTACHMENT 3
Performance Work Matrix

Task	Method of Surveillance	Standard	Frequency Contractor Performance	Frequency Inspected	Incentives
1. Program Management In Support of the Office of the Regional Commissioner (RC)	Review & Inspection of Deliverables & Work Products	<p>Fully Staffed With Appropriate Skilled Employees.</p> <p>Work Products & Deliverables prepared accurately and furnished on time.</p>	As Required	As Required	<p><u>Positive Incentives:</u></p> <p>Rating of “Good” or Better & Positive References Provided.</p> <p>Exercise Option.</p> <p><u>Negative Incentives:</u></p> <p>Rating of “Fair” or Worse & Negative References Provided.</p> <p>Decline Exercise of Option.</p>
2. Project Management In Support of Assisted Acquisition Services Division (AASD)	Review & Inspection of Deliverables & Work Products	<p>Fully Staffed With Appropriate Skilled Employees.</p> <p>Work Products & Deliverables prepared accurately and furnished on time.</p>	As Required	As Required	<p><u>Positive Incentives:</u></p> <p>Rating of “Good” or Better & Positive References Provided.</p> <p>Exercise Option.</p> <p><u>Negative Incentives:</u></p> <p>Rating of “Fair” or Worse & Negative References Provided.</p> <p>Decline Exercise</p>

					of Option.
3. Acquisition Management In Support of Assisted Acquisition Services Division (AASD)	Review & Inspection of Deliverables & Work Products	Fully Staffed With Appropriate Skilled Employees. Work Products & Deliverables prepared accurately and furnished on time.	As Required	As Required	<u>Positive Incentives:</u> Rating of “Good” or Better & Positive References Provided. Exercise Option. <u>Negative Incentives:</u> Rating of “Fair” or Worse & Negative References Provided. Decline Exercise of Option.
4. Program Management In Support of Federal Strategic Sourcing Initiative (FSSI)	Review & Inspection of Deliverables & Work Products	Fully Staffed With Appropriate Skilled Employees. Work Products & Deliverables prepared accurately and furnished on time.	As Required	As Required	<u>Positive Incentives:</u> Rating of “Good” or Better & Positive References Provided. Exercise Option. <u>Negative Incentives:</u> Rating of “Fair” or Worse & Negative References Provided. Decline Exercise of Option.
5. Acquisition Management In Support of Office of General Supply and Services	Review & Inspection of Deliverables & Work Products	Fully Staffed With Appropriate Skilled Employees.	As Required	As Required	<u>Positive Incentives:</u> Rating of “Good” or Better & Positive

Acquisition Center (AO)		Work Products & Deliverables prepared accurately and furnished on time.			References Provided. Exercise Option. <u>Negative Incentives:</u> Rating of “Fair” or Worse & Negative References Provided. Decline Exercise of Option.
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ATTACHMENT 4

PAST PERFORMANCE QUESTIONNAIRE

GSA FAS PROGRAM MANAGEMENT ACQUISITION SUPPORT SERVICES

RFQ# 02QFA150010

WHEN FILLED IN THIS DOCUMENT IS SOURCE SELECTION SENSITIVE INFORMATION IAW FAR 3.104

(PART A TO BE COMPLETED BY OFFEROR)

A. Contract/Project / Task Order Information. Complete the general contract information below.

Name of Firm/Contractor:

Contractor's Address:

Name & Title of Contractor's Point of Contact:

Point of Contact Email & Phone Number:

Contract and Task Order Number:

Contract Type:

Project Title:

Description of Scope of Work:

Value/Dollar Amount of Contract:

Performance Period:

Completion Date(s):

(PART B TO BE COMPLETED AND SUBMITTED DIRECTLY BY AGENCY'S CONTRACTING OFFICER'S REPRESENTATIVE OR CONTRACTING OFFICER. IF NON-GOVERNMENT, TO BE COMPLETED BY PRIVATE SECTOR CLIENT)

B. Respondent/Agency Information

Agency or Firm: _____

Name of Respondent: _____

Title: _____

Date: _____

Phone No. _____

Email: _____

Contract Information Verification.

____ Yes, the contract information and work description stated above by the contractor is correct.

____ No, the contract information and work description stated above by the contractor is NOT correct.

If **not** correct, describe what is incorrect:

C. INSTRUCTIONS TO EVALUATOR

Past Performance Survey: Please use the following ratings to describe the contractor's performance on your contract or project. Respondent may be contacted to clarify comments or ratings

Exceptional Performance met all contract requirements and exceeded many. Problems, if any, were negligible and were resolved in a timely, highly effective manner.

Good Performance met all contract requirements and exceeded some. There were a few minor problems that the contractor resolved in a timely, effective manner.

Satisfactory met contract requirements. There were some minor problems and corrective actions taken by the contractor were satisfactory.

Unsatisfactory Performance did not meet most contractual requirements. There were serious problems and the contractor's corrective actions were ineffective.

WHERE TO SUBMIT THIS PAST PERFORMANCE QUESTIONNAIRE (PPQ)

Please email the completed Past Performance Questionnaire to fitzgerald.chin@gsa.gov by close of business, **November 13, 2015**. Subject: RFQ# 02QFA150010, GSA FAS PMASS.

Thank you for your time and effort in assisting us with our requirement!

1. Rate the firm's ability to deliver quality services (including technical excellence and accuracy of reports, work products, and deliverables).

Exceptional	Good	Satisfactory	Unsatisfactory

COMMENTS (If Any):

2. Rate the responsiveness and cooperativeness to your directions, concerns, and to your customer service satisfaction.

Exceptional	Good	Satisfactory	Unsatisfactory

COMMENTS (If Any):

3. Rate the firm's ability to deliver services in a timely manner and their ability to meet contract schedules, your deadlines, and timeframes (including delivery of reports, work products, and other deliverables).

Exceptional	Good	Satisfactory	Unsatisfactory

COMMENTS (If Any):

4. Rate the ability to recruit and retain qualified workforce.

Exceptional	Good	Satisfactory	Unsatisfactory

COMMENTS (If Any):

5. Rate the company's overall performance.				
Exceptional	Good	Satisfactory	Unsatisfactory	

COMMENTS (If Any):

Additional Comments (If Any):
